

STATE OF CALIFORNIA

KATHLEEN CONNELL,
CONTROLLER OF CALIFORNIA

OFFICE OF STATE CONTROLLER
PERSONNEL/PAYROLL SERVICES DIVISION
300-Capitol Mall
P.O. Box 942850
Sacramento, CA 94250-5878

Date: July 14, 1999

PERSONNEL LETTER # 99-022
CIVIL SERVICE ONLY

To: All Agencies in the Uniform State Payroll System

From: Ralph Zentner, Chief
Personnel/Payroll Operations Bureau

Re: EMPLOYMENT HISTORY/PAYROLL PROCESSING FOR THE JUNE 30, 1999
(CLOSE OF BUSINESS) SALARY INCREASE - CIVIL SERVICE/EXEMPT
EXCLUDED EMPLOYEES

This Personnel Letter provides the Employment History (EH) and payroll processing information/instructions for the Civil Service/Exempt Excluded employees' June 30, 1999, Close of Business (COB) salary increase. Please refer to the Department of Personnel Administration (DPA) Personnel Management Liaison Memo #99-019 and Pay Letter 99-19 for the salary increase details.

The implementation of the salary increase occurred through either an EH Data Base mass update or manually for those employees who could not be included in the mass update (see below). The increase is documented via the EH GEN transaction with a 06/30/99 COB effective date.

The following describes the EH/payroll processing information for the salary increase as well as the mass update and manual processes.

I. EH UPDATE PROCESS

A. General Information:

The GEN transaction reflects the salary increase within the employees' base salary rate. The salary increase percentages vary depending on the employee's CBID and status. Please refer to the DPA Pay Letter 99-19 for the specific increase percentage amounts.

B. EH Mass Update Process:

The State Controller's Office, Personnel/Payroll Services Division (PPSD), processed an EH mass update to post the 06/30/99 COB effective date GEN transaction. The EH mass update occurred the night of July 12, 1999 and included eligible active or on-leave Civil Service/Exempt Excluded employees (except those requiring manual processing per below).

In addition, a special MSA mass update process occurred after the GEN update process. The MSA mass update posted the 07/01/99 effective date MSA transaction for the Civil Service Excluded employees who were not included in the 06/29/99 MSA mass update.

Turnaround (TAD) PARs will be issued from the two mass update processes. Only one TAD PAR will be issued for an employee included in both updates. The TAD PAR will reflect the GEN and MSA transactions.

The TAD PARs will be released on a flow basis. PPSD will resolve any discrepancies resulting from the updates and TAD PARs will be distributed to departments after the records are corrected. If a TAD PAR for an employee is not received within 10 days after receiving the majority of the TAD PARs for your department, please call the Personnel Operations Liaison Unit at (916) 322-6500 or Calnet 492-6500.

C. Manual EH Update Process - PPSD:

Employees with the following employment status were manually processed:

a plus salary rate; or

out-of-sequence situations (i.e., EH records reflecting transactions with an effective date after 06/30/99), including employees who separate on or after 07/01/99; or

separated, without fault, effective prior to 06/30/99 with lump sum payments extending into/beyond the 07/99 pay period.

PPSD began manually updating these employees on 07/12/99. TAD PARs were issued from the manual update process.

D. Manual EH Update Process - Departments:

Departments will need to manually update the EH records of employees in the following situations:

Employees under the 9/12, 10/12 or 11/12 pay plan

If the employee is on work status as of 06/30/99 COB, process a 06/30/99 COB effective date GEN transaction. NOTE: When key entering the GEN transaction for a 9/12 or 11/12 employee, the new salary rate must be entered. If the salary rate is not entered, the rate will be computed incorrectly by the EH On-line System.

If the employee is not on work status as of 06/30/99 COB, process a SAL transaction effective the date the employee returns to work status and enter the new salary rate on the SAL transaction.

Employees in Special Consultant (class code 4660) or New Program Consultant (class code 4661) classes

Key enter the GEN transaction as indicated in DPA Pay Letter 99-19.

II. SPECIAL EH PROCESSING INFORMATION/INSTRUCTIONS

A. Managerial/Supervisory Designated Employees:

1. The salary increases for managerial and supervisory designated employees are performance based per DPA Rules 599.799.1 and 599.799.2. Departments will need to void the GEN and MSA (if applicable) transactions for employees whose performance is certified as unsuccessful. Refer to the Personnel Action Manual (PAM) Section 9 for information on voiding transactions. The voids should be processed by July 22, 1999 (master payroll cutoff) to prevent overpayments (or before the first half 07/99 pay period payments/adjustments are issued for semi-monthly paid employees).
2. Employees who are denied the salary increase and whose salary is below the minimum of the new salary for their class/range are entitled to the new minimum salary rate (per DPA Rules 599.799.1(c)(2) and 599.799.2(c)(2)). Departments will need to process a SAL transaction effective 06/30/99 COB after the GEN and MSA (if applicable) transactions are voided to provide affected employees the new minimum salary.
3. Employees who are denied the salary increase may be reconsidered at any future time. Departments will need to process a SAL transaction with the appropriate effective date to provide the salary increase once an employee's performance is certified as successful. Enter the new salary rate on the SAL transaction.

B. 06/30/99 COB Effective Date GEN/SAL Transaction:

Time To Be Paid New (Item 606) must be completed with 'NON' on the 06/30/99 COB effective date GEN/SAL transaction. In some situations, Time To Be Paid Old (Item 607) must be completed as well. Please refer to PAM pages 2.79-2.80.1 for additional information on Items 606/607.

C. 06/30/99 Effective Date Transactions (Other than Separation Transactions):

EH transactions effective 06/30/99 (other than the 06/30/99 COB GEN/SAL transactions) must reflect the old salary rate.

If a 06/30/99 effective date transaction has not been processed, key enter the GSI Code O on the transaction to denote old salary rate.

If a 06/30/99 effective date transaction is already posted and needs to be corrected, key the GSI Code O on the correct transaction to denote old salary rate.

Key enter the GSI Code as an alpha 'O' in the GSI field on the PAR1 update screen. Failure to enter the GSI Code O could result in an EH On-line System audit message.

D. 06/30/99 Effective Date Separation Transactions:

Separation transactions effective 06/30/99 should be posted prior to the 06/30/99 COB GEN/SAL transaction and must reflect the old salary rate.

If a 06/30/99 effective date separation transaction has not been processed, void the GEN/SAL transaction prior to key entering the separation transaction. After the separation is entered, re-enter the 06/30/99 COB GEN/SAL transaction and correct any subsequent transactions as needed. Also, key enter the GSI Code O on the separation transaction to denote old salary rate.

If a 06/30/99 effective date separation transaction is already posted and needs to be corrected, key enter the GSI Code O on the correct transaction to denote old salary rate.

Key enter the GSI Code as an alpha 'O' in the GSI field on the PAR1 update screen.
Failure to enter the GSI Code O could result in an EH
On-line System audit message.

III. PAYROLL ADJUSTMENTS - FOR BI-WEEKLY AND SEMI-MONTHLY PAID EMPLOYEES ONLY

A. Bi-weekly Paid Employees:

Departments must submit Form STD. 674/674D to request adjustments to all payments already issued for the last 06/99 bi-weekly pay period (07/01/99 - 07/03/99 pay period).

B. Semi-monthly Paid Negative Roll Employees:

The regular payments (except as indicated below) that already have been issued for the first half of the 07/99 pay period will be adjusted once the employees' EH records are updated. For employees included in the EH mass update process, their adjustments should be issued in the 07/13/99 semi-monthly supplemental green payroll cycle. The adjustments will be issued dated 07/16/99 (semi-monthly first half master payroll issue date).

Adjustments to the following payments (if already issued) for the first half of the 07/99 pay period must be requested on a Form STD. 674/674D.

Regular pay with dock applied for employees with mid-month change

Regular pay for employees on alternate work schedules or a shift designated agency code and time paid does not equal time possible for the pay period

Industrial Disability (IDL)

Temporary Disability (TD)

IV. RETROACTIVE CHARGES

All transactions as a result of the June 30, 1999 COB effective date salary increase are considered to be non-controllable personnel and payroll transactions. The EH transactions and payroll adjustments resulting from the above PPSD EH updates should not be reflected on the Monthly Retroactivity Report. However, any EH transaction, except for the GEN transaction, and payroll transaction that are key entered/initiated by a department could appear on the department's report (refer to the Payroll Procedures Manual Section A011 for additional information). The department can return the report identifying the items associated with the salary increase along with the appropriate explanation.

V. TELEPHONE CONTACTS

Questions regarding the June 30, 1999 (COB) salary increase should be directed as follows:

SUBJECT AREA	CONTACT	TELEPHONE NO.
Salary Program	DPA	(916) 324-0439 Calnet 454-0439
EH Procedures	Personnel Operations	(916) 322-6500 Calnet 492-6500

	Liaison Unit	
Disability Procedures	Disability Liaison Unit	(916) 322-3619 Calnet 492-3619
General Payroll Procedures	Payroll Liaison Unit	(916) 323-3081 Calnet 473-3081

RZ: LMC/PMAB